

INSTRUCTIONS FOR PREPARING FORM A-3

STEP 1 – Enter the amounts of Alabama income tax withheld in the appropriate spaces in Column 1 on the right side of Form A-3. You must list monthly amounts if (a) you withheld \$1000 or more during any single month of the year, or (b) you filed on a monthly basis during the year. Otherwise, you may list only quarterly amounts.

STEP 2 – Enter in the appropriate spaces in Column 2 the amounts of Alabama withholding tax actually remitted. Include in these amounts credits claimed on Line 5 of Form A-1 or Form A-6 for overpayment of withholding tax for any prior year. (Caution: Amounts listed in Columns 1 and 2 should include only Alabama withholding tax. Do not include delinquent penalty and/or interest charges.)

STEP 3 – Add amounts listed in Step 2 (Column 2). Show total in Block 1.

STEP 4 – Enter in Block 2 the total Alabama income tax withheld as shown on employee wage and tax statements or computer listing to be transmitted with Form A-3. This total must be supported by (a) an adding machine tape if employee wage and tax statements (federal Form W-2) are submitted or (b) computer totals if a computer listing is submitted. Note: If any portion of the amount shown in Block 2 was reported under any account number other than the one under which this Form A-3 is being filed, list other account number(s) on back of Form A-3 and monthly and/or quarterly amounts reported under each.

STEP 5 – Compare the amounts in Blocks 1 and 2. If the amount in Block 1 is larger, your account is overpaid. Show amount of overpayment in Block 4 and indicate whether you want a refund or will claim credit on a future return. Overpayments of less than \$100.00 will be issued as a credit unless written request for a refund is submitted with Form A-3 and W-2 Forms. If the amount in Block 2 is larger, your account is underpaid. Show amount of underpayment in Block 3 and enclose a check or money order for such amount with Form A-3 when filed. Mail Form A-3 and wage and tax information to: Alabama Department of Revenue, Withholding Tax Section, P.O. Box 327480, Montgomery, AL 36132-7480 (telephone 334-242-1300).

PLEASE CUT HERE

Rev. 8/06

FORM A-3 STATE OF ALABAMA ANNUAL RECONCILIATION OF ALA INCOME TAX WITHHELD

YEAR

NUMBER OF EMPLOYEE WAGE STATEMENTS
AND/OR INFORMATION RETURNS
TRANSMITTED WITH THIS FORM

ALABAMA WITHHOLDING TAX ACCOUNT NUMBER

DATE DUE

COL 1 – TAX WITHHELD

COL 2 – TAX REMITTED

JAN	\$	\$
FEB	\$	\$
MAR (1st QTR)	\$	\$
APR	\$	\$
MAY	\$	\$
JUN (2nd QTR)	\$	\$
JUL	\$	\$
AUG	\$	\$
SEP (3rd QTR)	\$	\$
OCT	\$	\$
NOV	\$	\$
DEC (4th QTR)	\$	\$
1 TOTAL TAX REMITTED (COL 2)		\$
2 TOTAL AL TAX ON WAGE STATEMENTS AND/OR INFORMATION RETURNS. IF AL TAX HAS BEEN REPORTED ON 1099'S OR OTHER INFORMATION RETURNS, SUCH RETURNS MUST BE SUBMITTED WITH FORM A-3 AND AMOUNT OF AL TAX INCLUDED IN THE AMOUNT SHOWN IN BLOCK #2.		\$
3 ADDITIONAL TAX DUE ENCLOSED REMITTANCE		\$
4 OVERPAYMENT REFUND <input type="checkbox"/> CREDIT <input type="checkbox"/> OVERPAYMENTS LESS THAN \$100.00 WILL BE ISSUED A CREDIT.		\$

SIGNATURE

DATE

NOTE: DO NOT send without W-2's. A-3 received without W-2's **WILL BE RETURNED.**